



Agensi Pekerjaan & Perundingcara
 Bright Prospect Sdn Bhd (502160 K)
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LEAVE APPLICATION FORM

Name : _____ Contract Duration : _____
 Company : _____ Designation : _____
 Division : _____

TYPE OF LEAVE (Please tick ✓)

Annual Leave	<input type="checkbox"/>	Compassionate/Calamity Leave	<input type="checkbox"/>
Emergency Leave	<input type="checkbox"/>	Sick Leave	<input type="checkbox"/>
Maternity Leave	<input type="checkbox"/>	Hospitalization Leave	<input type="checkbox"/>
Paternity Leave	<input type="checkbox"/>	Unpaid Leave	<input type="checkbox"/>

Note:

1) All Annual Leave applications must be submitted five (5) working days before commencement of leave. If the leave is applied less than five (5) working days, it shall be treated as Emergency Leave (EL).

Reason: _____
 Total No. of working days: _____ From _____ to _____
 Contact No. while on leave: _____

		Annual Leave (Days)	Sick Leave (Days)	Unpaid Leave (Days)
A	Total Leave Entitlement			
B	Added Leave: Replacement Leave			
C	Leave Taken To-date			
D	Leave Currently Applying			
E	Leave Balance			

Signature of Applicant : _____ Approved Signature : _____
 (Immediate Supervisor)
 Date : _____ Name : _____
 Date : _____